



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitation is open to:** Afghan Nationals ONLY

**Position Title:** Project Development Specialist (Donor/Government Coordination)

**Type of vacancy:** Multiple

**Opening date:** September 03, 2014

**Closing date:** September 18, 2014

**Vacancy announcement #:** USAID/306/14/63/OPPD

**Work hours:** 40 hours (Full time)

**Position Grade:** FSN-10

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Project Development Specialist (Donor/Government Coordination) in the Office of Program and Project Development (OPPD).

## **BASIC FUNCTION OF THE POSITION:**

USAID/Afghanistan manages a broad portfolio worth over \$3 billion dollars. The Office of Program and Project Development (OPPD) provides Mission-wide support for strategic planning, strategy development, program and activity design, monitoring and coordination of overall implementation of USAID assistance in Afghanistan. Within OPPD's Donor & Government Coordination, and Innovation Unit, the incumbent will be instrumental in managing donor coordination, aid effectiveness, and coordination/implementation of the Afghanistan National Development Strategy (ANDS). The ANDS is a highly visible program with high-level United States Government (USG) interest. The Project Development Specialist (Donor/Government Coordination) helps ensure USG policies and programs are adequately coordinated with the Government of the Islamic Republic of Afghanistan's (GIROA) National Priority Programs (NPPs). Under the direct supervision of the Deputy Director for Project Development, the incumbent will perform significant cross-cutting tasks relating to, but not limited to, aid effectiveness, anti-corruption, public-private sector partnerships, regional coordination and support, gender, youth, capacity development, monitoring and evaluation and innovations.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **At the FSN – 10 level (Full Performance):**

The position serves as the in-house subject matter expert and key advisor regarding international programs and projects and will provide input on policy matters. The incumbent leads policy dialogue on all issues related to established programs and projects instituted by the World Bank to support the development of Afghanistan. The incumbent manages a broad range of key activities including the conduct of in-depth analyses of existing on-budget programs and projects and makes policy recommendations to the Mission and the US Embassy as necessary. The incumbent advises implementing partners on financial incentive program benchmarks aimed at encouraging GIROA to achieve sustainability on programs and projects.

The incumbent is also expected to prepare analytical reports including recommendations on courses of action for addressing constraints and exploiting opportunities for consideration by the US Ambassador, USAID Mission Director, and the World Bank. The incumbent will work closely with the World Bank and GIRoA's Monitoring and Evaluation team to ensure results are achieved effectively and efficiently. The incumbent is the Mission's representative at various policy forums on governance and decentralization.

### **General Responsibilities**

Incumbent will lead strategic development, implementation, and monitoring and evaluation of multiple major international programs with the Government of Afghanistan. The incumbent will liaise with other USAID teams, USG agencies, civil society, technical experts, and relevant stakeholders to ensure maximum effectiveness of USAID activities. The incumbent will maintain extensive contact with senior Afghan and World Bank policy makers in the Ministries, reporting to the Deputy Director for Strategic Planning, Coordination, and Innovation, the incumbent will also act as a key advisor on donor coordination activities and plans. The incumbent will undertake assessments and provide policy recommendations and briefings to the Deputy Director; provide financial management expertise for various projects and program portfolios estimated to be in excess of 1 billion U.S. Dollars and prepare all relevant reviews of programs and projects under his/her responsibility, including performance reports, pipeline management reviews, program implementation reviews, and other USAID and USG reporting requirements.

**Donor Coordination activities:** Incumbent provides key leadership in managing donor coordination activities and meetings in the areas of but not limited to hosting monthly stakeholders' meetings, conducting periodic reporting to stakeholder members, Mission senior staff, and the Ambassador when called upon, and keeping stakeholders informed on relevant activities and issues.

The incumbent is required to write comprehensive concept papers for influential audiences involving the Ambassador, decision makers in Washington DC, the Mission Director and other US Government Agencies that are a part of the Embassy. The level of writing entails exceptional background, competency and understanding of complex programs, and to have exceptional creative ability to convey important yet difficult ideas in a logical, persuasive and coherent manner. On the strength and basis of those documents authored by the incumbent, decisions makers are able to provide directions for our programs, USAID implementing partners can receive input on USG's stance regarding certain issues; and Washington senior policy makers are made aware of progress, roadblocks, and other issues requiring higher level intervention.

**Site Visit and Project Development:** Incumbent performs site visits to monitor implementation progress, conducts data analysis and provides periodic reports and recommends changes in strategic and/or implementation approaches related to programs and projects. The incumbent is responsible for monitoring financial activities and tracking expenditures in coordination with the World Bank, at this level the incumbent must demonstrate diplomatic skills in consistently dealing with high level government and senior management staff and officials. Public speaking skills, negotiation, influence, persuasion and tact are crucial at this level. The incumbent should know and understand the International Donor Community with diplomatic credentials. Their goals and objectives must be taken into consideration when planning the amount of USG's contribution and what Government ministry should be the implementer, what benchmarks must be established for GIRoA to meet, and how to avoid oversaturation and duplication of a project sufficiently funded by other than US Government. Incumbent works with other members of (OPPD) to provide technical assistance to provincial and local governments of Afghanistan. The incumbent will synthesize and report important developments in the area of donor coordination as well as facilitate coordination and planning meetings with GIRoA, other international donors, and implementing partner.

## **At the FSN-9 Level (Trainee):**

### **Major duties and responsibilities:**

The Project Development Specialist (Donor/Government Coordination) performs the same duties as above but at a lower level of responsibility and autonomy supporting the day-to-day activities of the section. The Project Development Specialist (Donor/Government Coordination) may be under the supervision of an FSN-10 Project Development/Management Specialist or will manage a smaller portfolio under close supervision.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 grade level. There is no potential for the incumbent to become a permanent FSN-09 in this work assignment. Attainment of higher grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing in a Fully Successful (Good) manner. Promotion to the target FSN-10 grade level is not mandatory, and failure to achieve those high levels of performance may be the basis for dismissal.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**Education:** Bachelor's degree in public administration, business administration, economics, finance, political science, sociology or other related social sciences field is required.

**Prior Work Experience:** At least five (5) years of relevant experience in the implementation and/or management of development activities/projects. Of the total five (5) years of experience, three (3) years of demonstrated professional experience in the area of international aid in a developing country, development assistance work, or related work for donors with institutions of GIRA, the World Bank, or other private institutions is required.

**At the FSN-09 Trainee level:** Incumbent must have a minimum of four years of progressively responsible professional work experience in the implementation and/or management of development activities/projects with donor organizations/institutions, government, public and private institutions, the World Bank, or other UN and/or international agencies engaging similar functions and capacity.

**Language Proficiency:** Level IV (Fluent) of speaking/reading/writing of English language and Level IV (Fluent) speaking/reading/writing of Dari and/or Pashto is required.

**Job Knowledge:** The incumbent must be able to plan his/her own activities for at least a year timeframe. This involves making projection on the amount of money to request from Congress in support of established programs; justify what programs to stop funding based on lack of progress and what program to continue to support as a result of the Government of Afghanistan meeting the benchmarks yet with a continuing need for developmental support; design policy-based approach consistent with USAID and the Mission Director's Way Forward strategy; along with other higher level planning and coordination that must be planned in advance to include obtaining buy-in from respective stakeholders, the incumbent must have expert knowledge of the context of international aid and the implementation of the Tokyo Mutual Accountability Framework. The incumbent must have extensive knowledge of the operations of development activities in Afghanistan, and about the local/national culture in which the organization operates.

**Skills and Abilities:** The incumbent must possess basic computer skills and be familiar with Internet technology with extensive working knowledge of the Microsoft Office Suite software. The incumbent will be expected to come up with creative ways of dealing with sensitive matters vis-à-vis other donors. In addition the incumbent will be required to be highly innovative to plan and implement USAID Afghanistan strategic donor coordination plans. Coordination planning will involve devising new strategies on existing programs or removing ineffective programs in

consultation with the technical offices, the World Bank, the various line ministries of the Government of Afghanistan, and the US Embassy.

## **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Project Development Specialist (Donor/Government Coordination) (OPPD1463)**

**ANY/ALL application submissions after the closing date of September 18, 2014 will not be considered.**

## **REQUIRED DOCUMENTS:**

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Application for Employment (AE) as a Locally Employed Staff (DS-174) [http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html) <http://www.state.gov/documents/organization/136408.pdf> and/or**
- 3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)**

### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are strongly encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**